

Personnel 2-1  
DD/S 70-4407

5 NOV 1970

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff  
Commanding Officer,

SUBJECT : Overtime Cost Report

25X1

1. After a lapse of some months, O/PPB has again distributed the computer-produced Overtime Cost Report, retaining one copy for their analysis. The remaining copy for your Office is attached. It is a cumulative report covering calendar year 1970 through pay period 11 for unvouchered funds and pay period 22 for vouchered funds, roughly three-fourths of the calendar year. It must also be borne in mind that the report reflects overtime by the employee, which means that the earnings for the entire year are reported to the Office of current assignment (i.e., it may include overtime earned by an employee in a previous overseas assignment). It must also be noted that "overtime" as reported here includes "holiday pay."

2. We are generally familiar with the circumstances which require most overtime in the Support Directorate, but it can be effectively monitored only at Office level. You are urged to continue to review all overtime costs in relation to your budget limitations and to Agency overtime compensation regulations, as well as reviewing any situations which appear to reflect excessive amounts of recurring overtime.

(signed) John W. Coffey

John W. Coffey  
Acting Deputy Director  
for Support

Att.


PS-DD/S:SWR:bkf/ (4 Nov 70)

Distribution:

- Orig - D/CO w/appro att
- 1 - Each other Adse w/appro att
- 1 - DD/S Subject

1 - DD/S Chrono  
Approved For Release 2003/04/29 : CIA-RDP84-00780R003500130002-0

- 1 - PS Overtime File w/appro att

TRANSMITTAL SLIP		DATE
TO: ✓ Mr. Coffey via Mr. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>		
ROOM NO.	BUILDING	
REMARKS:  <p style="text-align: center;">Recommend nine (9) signatures.</p> <div style="text-align: center;"> SWR</div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

25X1